

## **FREQUENTLY ASKED VENDOR QUESTIONS (Issue No. 2)**

### **1. As a Vendor Coordinator may I enter Banking information on the VEND Table?**

*Electronic Funds Transfer (EFT) information is entered for Commercial vendor's by NFC only. Use the COMT Table to send the vendor information (and EFT information) to NFC. (How to use the COMT Table was address in the first FAQ. To obtain a copy, e-mail Alice Roache on aroache@are.usda.gov)*

*For non-government travelers (and supplemental employees) - Vendor Coordinator may enter EFT information. Use the Vendor Request Form developed by Linda Mahoney, Chief, Travel and Relocation Services Branch (Attached). Make sure the traveler verifies the EFT information. Follow the instructions for entering this type of vendor in the Vendor Training Module Manual Attachment B pages 22-23. See required field below in question #4.*

### **2. I understand that new employee information is fed to the FFIS VEND Table through HRD's pay roll system. How do I get a new employee in the system before they come on board so that their relocation travel will be paid?**

*To enter a traveler prior to being hired, enter them the same way as you would a non government traveler. Use vendor type "Q".*

*Once the HRD pay roll system updates the VEND Table it will delete the prior entry. No need to request a delete action.*

### **3. Is there a difference in entering a person in the VEND Table rather than a company?**

*When entering people into the VEND Table be sure to type first name, middle initial, then last name where it says "VENDOR NAME:" Then just passed the TAXPAYER ID # where it says "VENDOR NAME XREF:" type last name, first name and then middle initial. This is important to complete. See the example below, if the XREF is not completed then VNAME will search on "John" only. If both are completed then it will search on "Smith."*

*Example: VENDOR NAME: John A. Smith*

*VENDOR NAME XREF: Smith John A.*

**4. What are the required fields for entering a non-government traveler (or supplemental employee)?**

*The required fields are: (all other fields will default to the set default options)*

*Vendor Code*

*(9 position Social Security Number, followed by an “E” in the tenth position. The eleventh space is the address code which will be an “S”) 123456789E S*

*Vendor Name*

*(First Name, Middle Initial, Last Name)*

*Address Line 1*

*(first address line of the remittance address) (second address line is not mandatory)*

*Address Line 3*

*(City, State and Zip of remittance address)*

*Vendor Type: Q*

*Comments: When entering a new vendor address please populate the “COMMENTS” field indicating information on the person entering this information.*

*For example: The Agency (space), the Office (Area) (space), Month (hyphen) year, Person’s initials.*

*ARS NPA 11-01 DJ (This is for Northern Plains Area Office on November 2001 by Dick Jansen)*

*NASS 11-01 AC (This is for NASS on November 2001 by Amy Curtis)*

*VEND/PROV Code: B (should always be “B” that way we can give and receive funds from this vendor)*

*HOME ORG: 1240*

*TAXPAYER ID# (Nine position Taxpayer ID)*

*VENDOR NAME XREF: Last Name, First Name, Middle Initial*

**5. When trying to add a person as a Vendor, what does it mean when I receive an error message that says “Not Authorized Sec?”**

*This means that the social security number is already in the system as an employee for another Agency. Or it could be that it is defaulting to the next number that belongs to an employee for another Agency. Either way, try to add this vendor. If you receive the error message “LINES NOT ADDED” send the entry to be added thru the COMT Table at NFC.*

**6. How do I add a Foreign Vendor?**

*Follow the instruction in the Vendor Training Module Manual Attachment B pages 23-26. For non-government Foreign travelers, use the same social security numbers that are used in the*

*travel documents processed through TRVL. Enter them into the FFIS VEND Table same as question #4 above.*

**7. Are there any consistent identifiers within the VID?**

*Yes, in the tenth position there are a few VID identifiers. VID with the letter 'E' are for Employees and/or Supplemental Employees or Non-government Travelers. VID with the letter 'O' are for OPAC items, VID with the letter "L" are Letter of Credit, and VID with the letter 'F' indicates a Federal entity.*

**8. If I need to add another address to a vendor that already has several addresses on the VEND Table, how do I know which address code to use?**

*Usually you would use the next address code available (starting with alphas "A" thru "Z" then numbers "1" thru "9") in the eleventh position. After that you could put an alpha in the tenth (starting with "A" thru "Z"). (Remember to use consistent identifiers, addressed in question #7 above, only as they pertain to that entry for the tenth position. Therefore, you would not use "L" in the tenth position unless it is for a Letter of Credit, or "O" unless it was OPAC, etc.)*

*Example of sequence:*

*123456789 A (A-Z) then (1-9)    123456789 1 (1-9)*

*123456789A A(A-Z) then (1-9)    123456789A 1 (1-9)*

*123456789B A (A-Z) then (1-9)    (Thru 123456789Z Z and 123456789Z 9)*

**9. I was trying to add a vendor, and I was in "S" in the action field. Then I put an "A" in the action field and started to type over the existing information, when I accidentally added the record, the Banking information from the first record was captured onto the record I was adding. What do I do?**

*You will need to have that record deleted through the COMT Table. It is a better practice to always start with a blank VEND. To do this type an "N" in the Action field and hit enter. This gives you a blank VEND screen to either do a new search or a new entry. It is very important to double proof your information before adding ("a" in the Action field) a record.*

**TIP - -** *It is important to start with a blank VEND screen when searching ("S"). If you don't and you have not revised all the "KEY" fields, you may not get the results you are searching for.*

*For example: When searching in VNAME if you should have anything in the “VENDOR CODE” field it will narrow your search to that name and number (not just the name).*

**TIP** - - *It is also important to take your time when adding a vendor. Proof read carefully, and be sure not to hit enter prematurely.*

#### **10. What do we do if our Vendor Coordinator and back-up are not available?**

*Call Alice Roache, Vendor Coordinator, FFIS-SOB on 301-504-1065, she will assist you in entering a new vendor, or using the COMT Table.*

#### **11. How do we change our Vendor Coordinator?**

*Requests for a change in the Vendor Coordinator must be preapproved accordingly. After approval, the Security Forms for Vendor Access must be sent to the appropriate systems office for set up. A notice of the pending change must be sent to Alice Roache, Vendor Coordinator, 6501 Sunny Side Ave, MS 5112, Beltsville, MD 20705-5100 (phone 301-504-1065). Keeping this information current is important to ensure that all current Vendor Coordinators receive updated information.*

AGENCY	Authorized Approvals	Systems Security
ARS	Area Administrative Officer or AFM Division Director	ARS NFC Team (ITD) 301-504-1074
CSREES	Warren Colson, Fiscal Operations Branch	ARS NFC Team (ITD) 301-504-1074
ERS	Leslee Lowstuter, Director, COS	Frank Tirado, ERS Information Technology Services Branch 202-694-5095
NASS	Bob Bass, Assoc Deputy Admin. FO	Donna Wessel, NASS Systems Services Section 202-690-1285